



## NORTH CAROLINA AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



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| <b>POSITION AND DUTY MOS:</b><br>Human Resources Spec (Mil/Info Sys)<br>D1621000<br>3S071<br>PSN #: 0077431534 | <b>RANK/GRADE:</b><br><br>NTE MSgt/E-7 | <input type="checkbox"/> <b>NATIONWIDE</b><br><br><input type="checkbox"/> <b>NCANG MEMBERS ONLY</b><br><br><input checked="" type="checkbox"/> <b>ON BOARD AGR ONLY</b> | <b>ANNOUNCEMENT #:</b><br><br><b>ANG-AGR 2015-03</b> |
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**UNIT, LOCATION, POC:****145 FSS, Charlotte NC****POC: Lt Col Lisa Kirk [lisa.kirk@ang.af.mil](mailto:lisa.kirk@ang.af.mil)****704.391.4170 DSN: 231.4170****OPENS: 25 February 2015 CLOSES: 11 March 2015**

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Monitors the overall operations of the Military Personnel Data System (MilPDS). Plans, directs and performs system management, quality assurance, system inquiry, trend analysis, small computer operations/management and system research. Provides guidance and assistance to unit commanders and user personnel on management capabilities of the system through the use of pertinent management information readily available. Provides staff advisory guidance to the MPF, Units, Commanders and other base or Geographically Separated Unit (GSU) functional activities on solutions and feasible approaches to the utilization of the MilPDS in specific, and the human resources military program in general. Interprets manuals, regulations, instructions, and other correspondence to determine the impact on the Military Personnel Data System. Researches system problems and determines solutions. Advises all MPF work functions and other agencies using articles on computerized system changes to achieve timely and accurate implementation. Coordinates with AF, Air Reserve Personnel Center, The National Guard Bureau, Air National Guard State Headquarters and base functional areas on new data human resources programs and system procedures. Administers Military Personnel Data System training programs for the MPF and other users of the system. Researches, develops, reviews, and updates training materials to include training outline, lesson plan, and charts. Obtains and arranges classrooms, audiovisual equipment, and on-line computer training aids. Identifies discrepancies, takes corrective actions, and reports to appropriate functional OPR. Advises managers of methods to limit invalid data input and suggest enhancements to procedures based on a broad knowledge of the human resources career field. Provides system administration and performs system management on variety of online personnel applications. Analyzes organization structure and unit commanders' needs to ensure each organization supported has access to only the records they need. Controls system security. Establishes user ID's and Passwords. Manages, schedules, composes, modifies and retrieves query products, in specified formats for internal and external users. Constructs, maintains and makes changes to local and central tables and coordinates changes to these tables. Serves as the Enterprise Output Manager (EOM) systems administrator. Performs comprehensive print-management and file-distribution for mixed platform networks: to include routing, print files, producing hard copies, electronic distribution, shared resource file distribution, archiving, and backups. Prepares comprehensive human resources management reports. Receives, evaluates and processes requests and when necessary, develops specialized products to meet unique analytical needs using programming software such as Discoverer Query Tool, and Microsoft Office applications to prepare, maintain, and produce executive reports. Develops, establishes and maintains work function training programs. Plans and schedules tasks and training activities for traditional status guard members. Oversees and conducts on-the-job training (OJT) for personnel. Incumbent is responsible for automatic data processing equipment (ADPE) inventory. Performs other duties as assigned.

**QUALIFICATIONS:** Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Knowledge is mandatory of: officer and airman classification systems and procedures; preparing and maintaining personnel records; assignment, promotion, testing, customer service, quality force, personnel readiness, PERSCO and deployment/mobilization procedures; interviewing and counseling techniques; policies and procedures relating to administrative communications, correspondence, messages, and general office management; overall organizational structure and its interrelationship with the mission; terminology and procedures employed within functional areas assigned; policies, programs, and procedures of agencies administering and providing benefits to military personnel, retirees, and family members; PDS capabilities and applications; occupational survey procedures; benefit programs; and principles, policies, and concepts of personnel management.

**NOTE: Military Grade Inversion:** The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

**Member must remain in the position to which initially assigned for a minimum of 24 months.**

**Application Packages must include the following:**

(1) NGB Form 34-1 (dated 11 Nov 2013)

(2) A copy of your current (last 12 months) "passing" Physical Training Assessment Sheet. Must have a passing PT Assessment before starting tour.

(3) vMPF RIP. Must be no more than 60 days old. Data Verification Brief (DVB) briefs or RIPs generated directly from MILPDS will not be accepted. All information to qualify you for an AGR Tour must be present within your RIP. If there is a system limitation causing your record to be incorrect, you must include the official supporting source document with your package. Pen/ink corrections on RIP could disqualify package

(4) ASVAB Scores and PULHES: AF Form 422 (Obtain from 145 MDG). Must comply with ASVAB and PULHES criteria as listed in AFECDD.

Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, *Medical Examination and Standards*. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.

Individuals on a DD Form 469, *Duty Limiting Condition Report* at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour.

Airmen determined physically qualified for continued military service IAW AFI 48-123, *Medical Examinations and Standards*, by the State Air Surgeon (or designated representative) or Military Entrance Processing Station (MEPS) may enter on AGR duty immediately.

(5) Dental Classification: 1 or 2 (Obtain current SF 603A from 145 MDG)

(6) Must have adjudicated Security Clearance before starting tour.

(7) Scan all documents and submit as one attachment.

**PLEASE READ DISCLAIMER: Do not submit other documents unless specifically asked for in the announcement.**

You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. HRO is not responsible for incomplete packets. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents

**EMAIL APPLICATIONS TO:** [145fss.fulltimejobapplications@ang.af.mil](mailto:145fss.fulltimejobapplications@ang.af.mil) Applications must be received not later than 1600 hours (EST) on the closing date of the announcement. Applications received after the closing date/time will not be accepted. Applications must not be mailed using government-supplied envelopes or postage.

**THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

**Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.**